




# BAR HILL COMMUNITY ASSOCIATION (BHCA)

Registered Charity # 1195382

## Meeting Minutes

<b>Date &amp; Time:</b>	Tuesday, 14th May 2024 @ 7:30 pm	
<b>Location:</b>	The Fox Inn, Gladeside, Bar Hill. Cambridge. CB23 8DY	
<b>Summary:</b>	Scheduled Monthly Charity Trustee Meeting <a href="https://bit.ly/bhca-shared-calendar">https://bit.ly/bhca-shared-calendar</a> <b>Called By:</b> Andy Pellew (Chair of Trustees)	
<b>Note Taker:</b>	Jenni Foster-Smith (Secretary)	
<b>Documents:</b>	REF01 Minutes of the meeting held on 9th April 2024.pdf REF02 Open Actions Trustee's Report.pdf REF03 Financial Update - April 2024.pdf REF04 BHCA Current Budget Totals - April 2024.pdf REF05 Ethical Fundraising Policy (1.2 Draft).pdf REF06 Donation Acceptance or Refusal Policy (0.1 Draft).pdf REF07 Friends of Bar Hill Library Committee (0.1 Draft).pdf REF08 Over Day Centre 20240423 Over Day Centre Grant Application for Day Trip 2024.pdf	

## Open Forum Notes

Ref	Notes
OF1	Residents/ Groups in attendance: None Notes: N/A

## Minutes for Agenda Items

Ref	Notes
01	Apologies were received from <b>Hilary Whipp</b> (HW, Treasurer).  Present <Name> (<Initials> [ , <Position>] [ , <Committee Chair's>]: BHCA Trustees: <b>Andy Pellew</b> (AP, Chair of Trustees, Bar Hill News, Europe Challenge, Phone Box Library, Wellbeing Walks), <b>Anthony Mitchell</b> (AM, Vice Chair, Christmas Event), <b>Buntly Waters</b> (BW), <b>Jo Hall</b> (JH), <b>Kate Da Costa</b>

	<p>(KDC, Fête &amp; Festival), <b>Jenni Foster-Smith</b> (JFS, Secretary, Parks &amp; Recreation)</p> <p>Volunteers/Members/Local Residents:  <b>Karen Hayden</b> (KH), <b>Richard Hayden</b> (RH), <b>Barry Dean</b> (BD)</p>
02	<p>Minutes of meeting on 9th April 2024.</p> <p>Proposer: AM Seconder: BW</p>
03	<p>Action Log Review</p> <p>Stop using this log.</p>
04	<p>(declarations of interest)</p> <p>CPFT - AM doing double duty regarding the fete.</p>
05	<p>Announcements from the Chair</p> <ul style="list-style-type: none"> <li>- Change of format for meeting agendas (the “scheduled” items now have their section (starting at 10), and the main items now start at 20. The minutes document has been updated to reflect this change.</li> <li>- Wellbeing Walks have now been shut down. AM will raise it with the next patient participation group to see if there is any interest. AP can help with maps, etc.</li> <li>- The website is to be updated to remove “non-core” content (e.g., news, the Calendar, etc.) to reduce the time required to maintain it.</li> <li>- <a href="#">Scheduled Activities</a> will be updated to include the actual agenda items so they can be copied/ pasted into agendas (to make generating an agenda more straightforward).</li> <li>- The “Action Log” is to be retired (unless someone else wishes to take on managing it). This is REF03 for this meeting. It will be removed from the template.</li> </ul>
06	<p>Financial Update.</p> <p>Proposer: AM Seconder: JH</p> <p>Not much has changed since last month. AP has added payments, etc from the last month.</p> <p>We can let people know we can offer grants, but would be good to keep some money for the playground update. We have to make sure we have money to cover our expenditures.</p> <p>The PC offered a community fund; no one claimed it last year, so the amount remains.</p>

07	<p>(committee updates);</p> <p><b>Bar Hill News (AP)</b></p> <ul style="list-style-type: none"> <li>- This month, we had a 10% off coupon for printing the Bar Hill News. The edition is also 44 pages long, with the front/ back in colour. We are investigating whether or not the advertisers who want to pay for colour ads could cover the cost of always having the colour pages. We will charge more for colour ads. HW and AP will work out the charge this week.</li> </ul> <p><b>Christmas Event (AM)</b></p> <ul style="list-style-type: none"> <li>- Event planning will start in June. BD has some decorations to sell</li> <li>- Any members who want to join the committee can join the WhatsApp group.</li> </ul> <p><b>Europe Challenge (BW)</b></p> <ul style="list-style-type: none"> <li>- The next meeting is Saturday, the 25th of May, in the Octogan. They will be offering different foods, and then they will move to the church for further activities.</li> </ul> <p><b>Fête &amp; Festival (KB)</b></p> <ul style="list-style-type: none"> <li>- We met on Sunday to pick the winner of the colouring competition; this will be the magazine cover.</li> </ul> <p><b>Parks &amp; Recreation (JFS)</b></p> <ul style="list-style-type: none"> <li>- Grant application started, with many questions. The deadline for submission is the 5th of June 2024.</li> </ul> <p><b>Phone Box Library (AP)</b></p> <ul style="list-style-type: none"> <li>- Considered for the charity donation box for books in Bar Hill. AM saw this in Wisbech, so you take a book but donate to the charity.</li> </ul> <p><b>Wellbeing Walks (AP)</b></p> <ul style="list-style-type: none"> <li>- This has now been shut down</li> </ul>
10	<p>Scheduled Policy Review: Fundraising Policy and Procedure</p> <p>This was an unwieldy policy - 100+ pages, split into four documents - and has now been replaced with a single policy from Charity Excellence.</p> <p>The document has been split into two policies;</p> <ul style="list-style-type: none"> <li>- Donation Acceptance or Refusal Policy (0.1 Draft)</li> <li>- Ethical Fundraising Policy (2.2 Draft).</li> </ul> <p>PROPOSAL: We accept the two policy documents above and advance to the following whole number and record them as “Approved”. The old policies will be marked as “superseded”, and the new policies will be added to future May meetings for review.</p> <p>Proposer: AP Seconder: JH</p>
20	<p>Charity required policies (DEFERRED from the April meeting).</p>

	<p>The Charity Commission now require the following policies [with the current state of our policy];</p> <ul style="list-style-type: none"> <li>- <a href="#">Internal Charity Financial Controls Policy and Procedures</a> - AM to download</li> <li>- Safeguarding policy and procedures [3.0 Children, 1.0 Adults]</li> <li>- Financial reserves policy and procedures [1.0 - above]</li> <li>- Complaints policy and procedures [1.1]</li> <li>- Serious incident reporting policy and procedures [1.0 - above]</li> <li>- <a href="#">Internal Risk Management Policy and Procedures</a> - JFS to download</li> <li>- Trustee expenses policy and procedures [2.0]</li> <li>- Trustee conflicts of interest policy and procedures [2.0]</li> <li>- <a href="#">Investing Charity Funds Policy and Procedures</a> - AP to download</li> <li>- <a href="#">Campaigns and Political Activity Policy and Procedures</a> - AP to download</li> <li>- <a href="#">Bullying and Harassment Policy and Procedures</a> - BD to download</li> <li>- Social media policy and procedures [1.0 - above]</li> <li>- <a href="#">Engaging External Speakers at Charity Events Policy and Procedures</a> - AP to download</li> </ul> <p>Policy templates will be created. Trustees/ Volunteers who agreed to convert templates to BHCA Policies are listed next to the policy (above).</p> <p>AP to create template policies (Google Documents) for the missing policies, and Trustees to be allocated to populate them. You should start with the template policies from Small Charity Support (<a href="http://www.smallcharitysupport.uk">www.smallcharitysupport.uk</a>) or Charity Excellence (<a href="http://www.charityexcellence.co.uk">www.charityexcellence.co.uk</a>) and develop a policy for the BHCA from there. Googling the exact policy names above will also reveal policies for other charities.</p>
21	<p>Friends of Bar Hill Library</p> <p>PROPOSAL 1: We accept the principle of the “Friends” group joining the Bar Hill Community Association as a Committee (saving them from having to register as a charity, get a bank account, write policies, etc).</p> <p>Proposer: AM Second: AP</p> <p>PROPOSAL 2: We donate £100 to get them started (when they get started) on the condition that, if they don’t choose to operate as a Charity, the donation is used in compliance with our charitable objectives.</p> <p>Proposer: AP Second: BW</p>

	<p>PROPOSAL 3: We accept the draft Terms of Reference for the committee (on the understanding that when the Committee first meets, they can review the Terms and propose changes).</p> <p>Proposer: AP Second: BW</p>
22	<p>Over Day Centre grant request</p> <p>PROPOSAL: We offer £90 towards the trip (the amount requested).</p> <p>Proposer: AM Second: AP</p>
23	<p>PROPOSAL: To support the 2025 Fête &amp; Festival, we should move £1,000 from the General Budget to the Fête &amp; Festival budget.</p> <p>We can always ask for the money back if the BHCA need it, if we are in need of it.</p> <p>Proposer: AP Second: JFS</p>
97	<p>Any Other Business (inc. Agenda items for future meetings):</p> <ul style="list-style-type: none"> <li>- More policies to review next month - the retirement policy.</li> <li>- Would be good to hold an open event, this could be the AGM.</li> <li>- Skate park committee might want to join the BHCA</li> <li>- Open a crowd funding site for raising funds for the playground.</li> <li>- AM mentioned organising Bingo to raise money.</li> <li>- AM suggested a raffle in Tesco or the betting shop. Betting shop would sell the tickets for us.</li> <li>- BD managed to secure a grant of £1800 for a Lego club. The primary school isn't committing to a date, so JH will chase them as she is the governor of the school. Sub-committee to be formed.</li> <li>- Sale of the printer/staplers/boxes of paper. All the BHNs that AP has are now scanned. Also started scanning Roger's documents. The boxes of paper could be used to print Roger's book.</li> <li>- Christmas sub committee - date is changing to the start of December.</li> <li>- AM has been invited to meet the local MP via letter, but the entire community is invited.</li> </ul>
98	<p>Date and location of next meeting; typically second Tuesday of next month @ 7:30 pm in the Fox Inn</p>

Dated: **14-May-2024**



Jenni Foster-Smith (Secretary)

Dated: **14-May-2024**



Andy Pellew (Chair)